**PROJECT PLAN**

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|  | Version: | x.x |
| Date: | yyyy/mm/dd |
| Definition | |

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| --- | --- |
| 1. **SUMMARY** | |
| **Project Name** |  |
| **Executive Sponsor** |  |
| **Project Manager or Lead** |  |
| **Project Start – End Dates** |  |
| **Project Purpose** |  |
| **Budget /Resources** |  |
| **Approved Date** |  |
| **Approving Body** |  |

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| 1. **SCOPE** |
| **Purpose (required):** *The purpose typically states the key project results at a high level, the key beneficiaries, and the broader social good toward which this project will contribute. 1-2 sentences.*  **Background (optional):** *Briefly outline why this initiative is being undertaken and cite specific reports, legislation, or decisions (i.e., Executive Council, Board, ELT) relevant to the work.*  **Inclusion/ exclusion criteria (required):** *What is included and excluded under this project? Be clear. Be brief.* |

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| 1. **BENEFITS** |
| *List ALL major results to be realized. Include outputs and outcomes.* |
| * xxx |

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| 1. **PERFORMANCE METRICS** | | | | |
| *Key Indicators. Ideally 3 but no more than 5. Include link to strategic plan goals / KPI in rationale, as appropriate.* | | | | |
| **Indicator** | **Baseline** | **Benchmark** | **Target** | **Rationale** |
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| 1. **MILESTONES & DELIVERABLES** | | | | |
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| **Deliverables (Quantify – be specific)** | **Main Tasks** | **Start** | **End** | **Lead** |
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| 1. **POTENTIAL ISSUES & RISKS** | | | |
| **Issue / Risk** | **Description** | **Probability**  **(H, M, L)** | **Impact**  **(H, M, L)** |
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| 1. **PROJECT BUDGET/ RESOURCES** |
| *Identify the funds and resources required to carry out the project.* |
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| 1. **PROJECT TEAM** | | |
| **Role** | **Name** | **Business Area** |
| Chair |  |  |
| Member |  |  |
| Member |  |  |
| Project Manager or Lead |  |  |
| Resource |  |  |

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| 1. **AUTHORIZATION** | | |
| Approved by Project Sponsor: |  | Date: |
| Approved by Project Manager: |  | Date: |